

 King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual		
	Chapter 3 Safety and Emergency Procedures		
3.02.015 - Resident/Detained Youth Notification of Family Emergency	Approved By:	Director Allen Nance	
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Purpose

To establish procedures for notifying residents/detained youths of family emergencies involving immediate family members.

Policy

It is the policy of this Department to facilitate the notification of residents/detained youths, in a timely manner, of family emergencies involving immediate family members.

Definitions

Immediate family member: The spouse, child, parent, son-in-law, daughter-in-law, grandparent, grandchild, sibling, domestic partner and the child, parent, sibling, grandparent or grandchild of the spouse or domestic partner.

General Guidelines

- A. If the information is received over the telephone, the staff member receiving the information shall transfer, if possible, the telephone call to the first level supervisor responsible for their area.
- B. If the information is received in person at one of the facilities, the person delivering the information shall be granted a courtesy visit as deemed appropriate by the first level supervisor or higher authority.

Procedure

- A. The staff member receiving the information shall:
 1. If the information is received over the telephone:
 - a. Establish the caller's identity and write down the caller's name, telephone number, the message to be relayed and the current location of the injured, ill or deceased family member.
 - b. Establish the resident/detained youth's relationship to the injured, ill or deceased person, verifying the relationship is an immediate family member.
 - c. Notify the Shift Commander or Supervisor.
 2. If the information is received in person:
 - a. Establish the resident/detained youth's relationship to the injured, ill or deceased person, verifying the relationship is an immediate family member.
 - b. Notify the first level supervisor responsible for the area who can facilitate a

courtesy visit for the resident/detained youth.

B. The Shift Commander or Supervisor shall:

1. At the Adult Division:

- a. Notify the assigned supervisor of the unit where the resident is housed.
- b. Notify the Classifications Program Specialist (CPS) assigned to that housing unit.
- c. Notify (or designate a supervisor to notify) the resident of the emergency if the notification was made via the telephone.
- d. Contact the Jail Chaplain or Jail Psychiatric Services staff.
- e. The Shift Commander may authorize the resident to make a phone call to a family member to receive a more personal notification regarding the family emergency.

2. At the Juvenile Division:

- a. Notify the JDO assigned to the unit where the detained youth is housed.
- b. Notify the Orientation and Assessment Specialist or the Restorative Justice Coordinator.
- c. Contact the Health Clinic Supervisor and/or Mental Health Staff.